

AN ANALYSIS OF PLACEMENTS MADE BY THE ATLANTA COMMUNITY EMPLOYMENT
SERVICE DURING 1942 WITH RELATION TO EDUCATIONAL AND VOCATIONAL
EXPERIENCE

A THESIS

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CHAPTER I

INTRODUCTION

Perhaps, more than any other question, the problem of unemployment has occupied the center of national interest during recent years. It is always a matter of grave concern to persons directly affected, and when the number of persons out of work reaches large proportions, the problem of employment changes from one of individual anxiety to a matter of community concern. In times of great prosperity as well as in times of great stress, the task of bringing together a job and the right worker requires an expert go-betweenner.

As our economic and industrial system becomes more complex, vocational adjustment, irrespective of racial considerations, graduates into a perplexing problem.¹ Although Negroes have shown exceptional capacity in the past to become assimilated into the American social and economic order, they are experiencing keen reverses and great difficulty in adjusting themselves to the present modern industrial society of America which has become so technological. This is not surprising, for adjustments necessary today are quite different from those required in the past, and in addition, are taxing the best thought and energies of the most advanced and best trained persons. The problems resulting from this situation have been made acute especially for the Negro. One such problem is the reduction in the number of jobs. As simple manual occupations became mechanized, white persons sought the jobs formerly held by Negroes which under the changed conditions, demanded new skills

¹R. W. Bullock and W. R. Chivers, Vocational Guidance for Negroes, Vol. II, (Georgia, 1937), p. 1.

and knowledge and paid higher wages.¹ Negroes in general have been discriminated against; and exploited through long hours, low wages and harmful working conditions; and limited as to their opportunities for employment. As members of the new and inexperienced group in industry, the jobs opened to them ordinarily, are those vacated by other workers who have moved on to more highly paid occupations.² To the Negro has fallen the more menial jobs, the lower paid, the more hazardous, the least skilled, and in general, the most disagreeable and undesirable.

Purpose

This study was undertaken to present data on the type and amount of training and experience individuals applying to the Atlanta Community Employment Service had received; the methods by which this training was secured; and how previous educational vocational preparation affected their placements. It proposes to point out essential factors considered in making these placements. The writer, to some degree, made efforts to ascertain and indicate the influence of the war situation upon occupational shifting in the Negro group in Atlanta.

Scope

The scope of this study is limited to the placement of male and female applicants by the Negro division of the Atlanta Community

¹Ambrose Caliver, Vocational Education and Guidance of Negroes, United States Department of the Interior, Bulletin No. 38, (Washington, 1937), p. 1

²J. C. Brown, The Negro Woman Worker, United States Department of Labor, Bulletin No. 165, (Washington, 1938), p. 1.

Employment Service during 1942. No limit was set as to the year an applicant registered at the Agency. The only requirement was that the applicant must have been placed on a job by the Agency between January 1, 1942 and December 31, 1942. However, some applicants had been placed on the inactive file since placement because they had not renewed their applications for jobs.

Method of Collecting Data

The data for this study was collected by three methods; namely, the use of schedules, personal interviews with applicants, and interviews with persons especially concerned with Negro employment in Atlanta.

The sample for this analysis was taken from the permanent placements made by the Atlanta Community Employment Service during 1942. Four hundred fourteen or one fifth of the 2,070 permanent placements made during the year were taken as a sample. In going through the 12,811 employer request cards, the 2,070 cards on which the records of permanent jobs were recorded were reviewed from the files. Every fifth card was pulled and the name of the applicant was recorded on the schedules.

After ascertaining the names of four hundred fourteen workers from the employers' request cards, the permanent record of each worker was found in the file, and the information, thereupon, recorded on the schedules. Most of the cards were not to be found in the active file. This was due to the fact that the applicant had either remained on the job on which he had been placed or had not been back to the agency to renew his application within six months of placement to the time the data for this study was collected.

Definitions

An applicant - refers to a worker who has registered with the agency for employment.

A placement - includes jobs on which applicants have been accepted for employment. The number of placements does not exactly equal the number of workers placed on jobs, since a worker may be placed more than once during a given period.

A referral - is made when an applicant is sent to a prospective employer.¹ This does not mean the applicant is necessarily hired.

A request - is made by an employer to the agency for a worker to fill a job.

A temporary placement - is a placement with an expected duration of one month or less.

A permanent placement - is a placement extending more than one month.

¹Maudie Bell Hill, "Analysis of Services to the Applicants of the Colored Division of the Atlanta Community Employment Service Agency During 1939", Unpublished Master's thesis, School of Social Work, Atlanta University, 1940, p. 56.

CHAPTER II

CHARACTERISTICS OF APPLICANTS

Location of Applicants

Two-hundred or a little less than one-half of the 414 placements made were made with applicants who lived in the Northeast section of the city. The explanation for so many applicants coming from this area is probably due to the fact that the Atlanta Community Employment Service is located in this vicinity. The next largest number represented the Southwest section of Atlanta, where ninety-three or approximately one-fourth of all the applicants lived. In the Southeast and Northwest sections the distribution was very similar being about equal in number. There were only ten or approximately one-fortieth of all the applicants living in the outlying districts covering East Point, Decatur, Hapeville, and Scottdale.

TABLE 1

DISTRIBUTION OF APPLICANTS ACCORDING TO
GEOGRAPHIC LOCATION AND SEX

Section of Atlanta	Sex					
	Total		Male		Female	
	No.	Percent	No.	Percent	No.	Percent
Total	414	100.0	161	100.0	253	100.0
Northeast	200	48.3	62	39.2	138	54.5
Southeast	59	14.2	37	22.9	22	8.6
Northwest	51	12.4	16	9.9	35	14.2
Southwest	93	22.6	38	23.7	55	21.7
Outlying districts	10	2.5	7	4.3	3	1.1

Sex

Two hundred fifty-three or 61.2 percent of all the applicants considered in this study were females and one hundred sixty-one or 38.8 percent were males.

TABLE 2

DISTRIBUTION OF APPLICANTS ACCORDING TO SEX

<u>Sex</u>	<u>Number</u>	<u>Percent</u>
Total	414	100.0
Male	161	38.8
Female	253	61.2

Age

The median age of the applicants was 26.3. The median age of the female applicants was 26.4, while the median age of male applicants was 25.8, slightly lower. The greatest number of applicants were between twenty and twenty-nine years of age. More placements were made with males over fifty than females, but fewer applicants were fifty or over. The number of applicants between fifteen and nineteen, male and female, was very near equal. The number of male placements between the two intervals of twenty-five to twenty-nine years of age and thirty to thirty-four years of age was a noticeable number below that of female in those same intervals which was eighty-six or 33.9 percent of all the female placements.

more than half of the males were married.

The group which included the second largest number of placements was the unmarried. One hundred and forty-two or 36.7 percent of the total number were unmarried. The percentage of males 39.1 percent, in the unmarried group was slightly higher than that of the females which was 34.7 percent.

In all other unattached groups, excluding the unmarried, but covering the separated, divorced and widowed persons, there were eighty-eight or 21.2 percent. Many more females were in the unattached groups than males in this group. There were eighty-two or 29.2 percent of all the female placements.

TABLE 4

DISTRIBUTION OF APPLICANTS ACCORDING
TO SEX AND MARITAL STATUS

<u>Marital Status</u>	<u>Sex</u>					
	<u>Total</u>		<u>Male</u>		<u>Female</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Total	414	100.0	161	100.0	253	100.0
Single	142	34.2	63	39.1	79	31.2
Married	184	44.4	92	57.1	92	36.4
Separated	23	5.6	1	.7	22	8.7
Divorced	13	3.2	32	1.3	11	4.3
Widowed	52	12.6	3	1.8	49	19.4

Dependents

One hundred and thirty-nine or 33.3 percent, almost one-third of the 414 applicants had no one dependent upon them for support. One hundred and fifteen or 27.9 percent of the applicants had one dependent. There were only ten persons with seven dependents or more. A higher percentage of males had two or more dependents than females.

TABLE 5

DISTRIBUTION OF APPLICANTS ACCORDING TO SEX
AND NUMBER OF DEPENDENTS

Number of Dependents	Sex					
	Total		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
Total	414	100.0	161	100.0	253	100.0
0	139	33.3	43	26.7	96	37.9
1	115	27.9	35	21.7	80	31.7
2	75	18.1	33	20.5	42	16.6
3	42	11.5	24	14.9	18	7.2
4	18	4.3	9	5.5	9	3.5
5	7	1.6	5	3.1	2	.7
6	8	1.9	6	3.0	2	.7
7	5	1.2	4	2.3	1	.3
Over	5	1.2	2	1.2	3	1.3

Education and Training

The formal education of the 414 placements studied ranged from first and second grades completed, to three and four years of college work. Twenty-seven or 6.5 percent had had no formal training. The median education of all placements studied was 7.49 percent or seven and one-half years of school work. The median education of the males was 7.33, slightly lower than the median for both groups, while the females was 7.95, above the median for both groups. However, a fraction less than eight years of school work was completed in the female group.

Twenty-one persons or approximately 5 percent had had college training. The females exceeded the males in advanced educational training in number, but the percentage was distributed equally.

There were six applicants who indicated in their records that they had had special training aside from their regular academic work.

Included in this group were the skilled laborers who had listed their apprenticeship training and clerical workers who had business or clerical training. Teacher-training was also included in this special group.

TABLE 6

THE EDUCATIONAL STATUS OF APPLICANTS ACCORDING
TO SEX AND GRADE FINISHED IN SCHOOL

Grade Finished	Total		Sex		Female	
	Number	Percent	Number	Percent	Number	Percent
Total	414	100.0	161	100.0	253	100.0
None	27	6.6	12	7.5	15	5.9
1-2	23	5.6	6	3.7	17	6.8
3-4	50	12.0	26	16.1	24	9.6
5-6	80	19.5	40	29.8	40	15.8
7-8	104	25.0	40	29.8	64	25.3
9-10	54	13.0	14	8.8	40	15.8
11-12	55	13.4	15	9.3	40	15.8
1-2	17	4.0	5	3.2	12	4.7
3-4	4	0.9	3	1.8	1	0.3

Above						
Special	6		2		4	

Total Median Grade	7.49					
Male Median Grade	7.33					
Female Median Grade	7.95					

Occupational Experience

Training on the job.--Most of the training received by the workers in preparation for placements made by the Atlanta Community Employment Service was secured through experience. A limited number received preparation through a combination of formal education, apprenticeship and experience. A very few used formal training alone as a basis for

preparation for placement.

The unskilled workers, including the servant and laboring classes, relied heavily upon experience. The skilled workers, upholsters, masons, carpenters, machanics, painters, and paper-hangers regarded the combination of apprenticeship and experience as many times more important than any other factor.

Where they worked.--It will be noted that the tabulation of the regular occupations indicates a relatively small percentage of workers in skilled or professional work or in areas other than unskilled and servant classes. It is interesting to note that a high percentage of skilled workers had had experience in skilled jobs other than their regular occupation. In all other occupational classifications, except the male clerical and professional groups, the workers had had experience in the unskilled classification and their experience was predominately in the servant and laboring classes.

Who employed these workers.--Adequate information was not available to determine the exact figures on who the employers had been. As a rough estimate, approximately 90 percent of all the workers now employed in the laboring and servant classes and skilled workers had been employed by white private families, firms, and industries. The professional workers were employed by the state and private institutions. All the clerical workers had been employed in Negro business concerns. The remainder of the workers in the laboring and servant classes were employed in the homes of Negroes and in Negro businesses.

How long they worked.--The duration of employment in any one job of the applicant's regular occupation ranged from a week to 25 and 30 years. However, it was noted that workers changing jobs, frequently tended to get other jobs doing the same type of work. Because this

information was not available on all the applicants' records, a precise account cannot be given. In the cases where experience was stated, it was noted that the skilled workers had remained on jobs longer than the unskilled.

Wages received.--Although the figures collected for weekly earnings on the job of the applicant's experience are of limited significance as signs of actual earnings since they depended upon the applicant's memory and veracity, it is felt they do indicate trends.

The weekly wage in jobs formerly held by the applicants in most cases were not stated. The median wage for both sexes was 7.46. The median wage 8.56 for males was slightly higher than for the females which was 6.74.

Working conditions.--No account of hours of work and working conditions was indicated on the record of the worker's previous occupational experiences.

CHAPTER III

CHARACTERISTICS OF THE 1942 PLACEMENTS

The volume of 414 placements studied in this analysis does not represent 414 different persons permanently employed. It represents 414 jobs in which qualified applicants, referred by the Atlanta Community Employment Service, were accepted for employment. All of the placements included in this study were expected to be permanent. However, some of the applicants held these jobs for a temporary period for various reasons. It is obvious, therefore, that the 414 placements represent less than 414 individuals since any particular individual may have been placed one or more times during the course of the year. Some of the applicants included in this study had been placed by this agency as many as twenty times during the year; however, a large number of these jobs were expected to be temporary.

According to Employment Service practice, all placements are divided into two classes according to the duration indicated by the employer as the probable length of the job. Jobs with an expected duration of one month or less are termed "temporary" and jobs extending more than one month are classed as "permanent". While it is possible that the actual duration of a job is greater or less than that originally expected, there is no way for determining this for each case.¹

Placements of workers in service occupations, which includes a large portion of domestic and personal service jobs, had a smaller proportion of regular jobs. Placements in physical labor jobs furnished the larger number of permanent jobs.

¹United States Employment Service, Filling Nine Million Jobs, (United States Printing Office, Washington, 1937), p. 36.

Distribution of Occupations

In discussing the occupational distribution of placements, it is necessary to stress the fact that the occupational title attached to a placement is the specification of the job being filled rather than that under which the person placed on the job was originally registered with the agency. For example, an elevator operator may accept a placement as a maid, or a mechanic may be placed as a laborer etc. In each case, the specification of the job filled is reported.

The 414 placements made during 1942 have been compiled in table 7. They are classified according to occupation. It will be found that the majority of placements are in the service occupations. Leading in this group, are the general house-workers, cooks, and maids among the females. Among the male placements made were yardmen, porters, and laborers. It will also be noted that there were more placements in different types of jobs among the males than with the females. The number of placements made in the skilled and clerical jobs was considerably small. There were no placements made in professional jobs included in this study during 1942.

TABLE 7

DISTRIBUTION OF APPLICANT ACCORDING TO
SEX AND OCCUPATIONAL PLACEMENT

Placement	Sex					
	Total		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
Total	414	100.0	161	100.0	253	100.0
Butlers	7	1.9	7	4.1	-	-
Cafe Workers	31	8.0	26	16.2	5	1.9
Carpenters	2	.6	2	1.2	-	-
Chauffeurs	6	1.4	6	3.7	-	-
Clerical Workers	7	1.9	3	1.8	4	1.5
Cooks	76	20.9	10	6.2	66	25.9
General house workers	99	26.3	-	-	99	38.3
Delivery boys	3	.8	3	1.8	-	-
Hotel Workers	2	.6	2	1.2	-	-
Janitors	4	1.1	4	2.4	-	-
Laborers	21	5.4	21	13.4	-	-
Laundresses	14	3.2	-	-	14	5.6
Maids	36	9.0	-	-	36	15.2
Painters	3	.8	3	1.8	-	-
Paper Hangers	1	.3	1	.6	-	-
Plasterers	1	.3	1	.6	-	-
Pract. Nurses	15	3.4	-	-	15	6.2
Printers	1	.3	1	.6	-	-
Truck Drivers	1	.3	1	.6	-	-
Waiters and Waitresses	20	5.1	9	5.4	11	4.3
Yardmen	33	8.4	33	20.4	-	-

In the service occupations, especially the domestic and personal service jobs, workers were requested to perform duties or to do work aside from the job originally hired to do. In many instances, a cook, for example was requested to do general house work, cook and nurse or a chauffeur was expected to perform a yardman's and butler's duties in addition to operating an automobile. In some cases, workers were required to perform a combination of as many as four jobs along with the job the individual was hired to do.

Relation between placements and applicants' regular occupation.--

As it was stated in the foregoing topic, it is important to bear in mind that the occupational title attached to a placement is not always the applicant's regular occupation. 213 or 54.4 percent of all the placements studied were in the applicant's regular occupation, or in the occupation for which the applicant registered. The remaining 201 or 48.6 percent were placed in jobs other than their regular occupation. The percentage of males placed in jobs other than their regular occupation was considerably higher than those of the female groups.

TABLE 8

DISTRIBUTION OF APPLICANTS WHO WERE PLACED IN REGULAR OCCUPATIONS
ACCORDING TO SEX

<u>Placed in Regular Occupation</u>	<u>Sex</u>					
			<u>Male</u>		<u>Female</u>	
	<u>Total</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
	414	100.0	161	100.0	253	100.0
Yes	213	54.4	63	39.1	150	59.3
No	201	48.6	98	60.9	103	40.7

Wages of Applicants in the 1942 Placement.---We frequently evaluate the importance or "worthwhileness" of a job in terms of the financial returns it brings.¹ As one might expect, it is difficult to secure the accurate earnings of persons not employed on a wage or salary basis. Furthermore, many employers do not set a definite wage when accepting a worker for employment. In the 414 placements analyzed, the applicants earned a median weekly wage of \$9.70. The median weekly wage for the male group was \$10.70 while the female group was \$7.16, a noticeable degree lower than that of the males.

Among the male placements the applicants in the skilled occupations were paid at a higher weekly wage rate. Clerical workers and laborers were the next best paid workers. The waiters' and delivery boys' wages were much lower than all other occupations.

The clerical workers' and elevator operators' weekly earnings were among the highest of the female applicants in the 1942 placements considered in this study. The maids and general house workers, respectively, were paid the least.

Follow-up with applicant.---No longer can the Employment Agency consider their task finished when an applicant is placed. The broadened concept of guidance that has accompanied the deversification of job opportunities, has led to the realization that job placement is not enough. Follow-up is in many respects more important than placement.² There are many problems that do not arise until the worker is actually on the job. Many employers hire workers almost entirely from the

¹United-States Department of the Interior, The Urban Negro in the United States, (U. S. Printing Office, Washington, 1938), Vol. 1, p. 8.

²D. W. Lefever, Principles and Techniques of Guidance, (The Ronold Press Company, 1941), p. 17.

standpoint of getting the most out worker without regards to individual interests or needs.

Information gained from contacts with employer is also needed for the efficient administration of the employment service program.¹ Generally, the follow-up contacts with employers made by the Atlanta Community Employment Service are made by telephone calls. In instances where large numbers of placements are made at the same time with one employer, personal visits are made with the employer and the worker on the job.

¹Arthur J. Jones, Principles of Guidance, 2nd. Edition, (McGraw-Hill Book Co., Inc., New York, 1934), p. 13.

TABLE 9

DISTRIBUTION OF MALE APPLICANTS ACCORDING TO TYPE OF JOB GIVEN AND WEEKLY WAGE¹

Weekly Wages	Type of Job Given											Janitors	Porters	Cooks	Laborers	Delivery Boys	Orderlies
	Total	Truck Drivers	Waiters	Butlers	Clerical Workers	Yardmen	Chauffeurs	Cafe & Hotel Workers	Skilled Workers								
Total	161	1	9	7	3	33	6	28	8		4	27	10	21	3	1	
Below & \$3.99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$4.00 - \$5.99	2	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-
6.00 - 7.99	12	-	5	-	-	-	-	2	-	-	-	3	-	-	1	-	-
8.00 - 9.99	41	-	3	1	-	3	1	22	-	-	1	9	-	-	1	-	-
10.00 - 11.99	38	-	-	2	-	12	3	3	1	-	-	8	6	3	-	-	-
12.00 - 13.99	40	-	-	3	1	17	2	1	1	-	2	5	1	6	-	1	-
14.00 - 15.99	10	1	-	-	-	1	-	-	1	-	1	1	2	3	-	-	-
16.00 - 17.99	12	-	-	-	2	-	-	-	4	-	-	1	1	4	-	-	-
18.00 - 19.99	4	-	-	-	-	-	-	-	1	-	-	-	-	3	-	-	-
20.00 - 21.99	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
22.00 & Above	2	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-
Medians	10.7	15.0	6.6	10.5	16.0	12.2	10.7	8.9	16.5		13.0	10.4	10.5	15.0	7.0	13.0	

¹In cases where only the hourly wage was indicated, the wage the worker would have received had he worked eight hours a day five days a week was tabulated.

TABLE 10

DISTRIBUTION OF FEMALE APPLICANTS ACCORDING TO TYPE OF JOB GIVEN AND WEEKLY WAGES

Weekly Wages	Total	Pract. Nurses	Waitresses	Maids	Type of Job Given		Laundresses	Clerical Workers	Elevator Operators	Cooks
					Gen. House Workers	Cafe Workers				
Total	253	15	11	36	99	5	14	4	3	66
Below & \$3.99	8	-	1	2	5	-	-	-	-	-
\$4.00 - 5.99	47	4	2	8	25	-	-	-	-	8
6.00 - 7.99	123	7	2	18	57	2	5	-	-	32
8.00 - 9.99	60	3	6	5	12	3	8	1	-	22
10.00 - 11.99	12	1	-	3	-	-	1	1	2	4
12.00 - 13.99	2	-	-	-	-	-	-	1	1	-
14.00 - 15.99	-	-	-	-	-	-	-	-	-	-
16.00 - 17.99	1	-	-	-	-	-	-	1	-	-
18.00 - Above	-	-	-	-	-	-	-	-	-	-
Car Fare and Tips	-	2	5	9	20	-	1	-	-	4
Medians	7.16	7.10	8.16	6.55	6.68	8.33	8.5	12.00	11.5	7.56

CHAPTER IV

DISPOSITION OF INTAKE AT THE ATLANTA COMMUNITY EMPLOYMENT SERVICE DURING 1942

Recruiting and Location of Jobs

The employer is not to blame if he has failed to see in the public employment service a socially and economically valuable institution. The record of its performance, by and large, has not been creditable so as to command it to his attention and use. Too often, he has been urged in the past to give a job primarily because of the need of some deserving person, rather than because of the applicant's fitting qualifications for the job. Stress has been placed upon benefit to be derived therein by the applicant instead of advantages to the employer. Then too, there is a large number of employers who as yet know little or nothing about the public employment service and this is due to too little effort being put forth by the service to bring it to the attention of the employer.¹

Job opportunities are recruited by three main methods at the Atlanta Community Employment Service. They are: first, volunteer calls from employers; second, visits or contacts of employment managers with employers; and third, referral by other agencies.

Calls from employers constitute the major channel through which employment possibilities have been secured. The employers call at the office to give description of jobs and type of workers wanted to fill the position. More often the request is made by telephone.

¹Jess T. Hopkins, The Emergency of a New Public Employment Service, (Rochester, N. Y., 1935), p. 151.

In fields of employment which have not been opened to Negroes formerly, or have had few Negroes employed, contacts are made with prospective employers by the Service's manager. The responsibility for "promotion of the service" lies in the employer contacts. This is the major function which heretofore has been very much neglected in public and private employment offices generally.¹

Both workers and potential employers are referred to the Atlanta Community Employment Service. Other agencies cooperating with the Service in making referrals are; The United-States Employment Service, Civil Service Commission, National Youth Administration, Atlanta Urban League, Young Men's Christian Association, Young Women's Christian Association, and the local High School and Colleges.

There are certain pre-requisites for placement, for example:

Health examinations.--A health examination and certificate is not mandatory by the Atlanta Community Employment Service for placement. However, often-times it is a requirement by the employer. In such cases, persons possessing all other qualifications are directed to the proper resources to obtain a health examination and certificate. In jobs where workers are required to handle foods, a health certificate is almost always required.

Reference.--Three references are required by the Service from former employers, preferably from the last three jobs held. In the past, contacts with former employers given as references have been made by the Service, but due to shortage in personnel and over flow of clientele, the

¹Jess T. Hopkins, The Emergency of a New Public Employment Service, (Rochester, New York, 1935), p. 152.

agency has been unable to continue their service. This responsibility is now placed upon the employer.

Social Security Cards.--The bulk of the jobs in which applicants are placed from the Community Employment Service are in the domestic and personal services and are not covered by the Social Security. When employers, whose business or firm are covered, request workers, an effort is made to give workers directions as to how a Social Security card can be secured by them.

Standards of Labor.--The Atlanta Community Employment Service is not in a position to control or improve standards of labor beyond making known to the worker the existing working conditions and suggesting to the employer the desirable working conditions.

Domestic service has always been peculiarly unresponsive to movements organized to improve standards of labor. Besides being a wholly unorganized occupation, it is almost universally excluded from the benefits of protective labor legislation. Practically the only step, toward introducing standards of wages, hours, and working conditions for domestic employees, has been taken by some of the placement agencies which deal with employers of household labor. This effort is an entirely informal and advisory one mainly, of making recommendations to prospective employers as to conditions they should maintain, and in addition, suggesting to applicants seeking work the minimum provisions for wages, hours, and living arrangements which they should accept.¹

No definite wage scale has been set-up by the agency. However, a reasonable wage is suggested to the employer when the question arises.

¹"Labor Standards for Domestic Employees", Monthly Labor Review, Vol. XXXIX, (November, 1934), p.1110.

In jobs where workers are employed by the day, wages can be more easily standardized. In this group are included the domestics or household laborers, commonly called day workers, yardmen, and laborers.

The wages which are usually suggested to the prospective employer by the Atlanta Community Employment Service are;

General house workers (for 8 hrs.).....	\$1.50 and car fare
Yardmen.....	35¢ per hr.
Laborers (construction, etc.).....	35¢ to 40¢ per hr. ¹

Most of the business and industrial firms in which placements are made by the Service are covered by the wage and hour law and more or less adhere to fixed standards of labor per week. The activities of employees in the service occupations are so varied that working hours are particularly hard to control, especially when the preparing and serving of meals are concerned. Waiters and waitresses, cafe and hotel workers and cooks in private homes usually have the longest working day.

Because of the demands made upon the Agency by both employers and workers, the Community Employment Service is in a position to do very little in improving or maintaining standards of working conditions in a formal manner.

During 1942, 3,489 people in search of jobs registered at the offices of the Atlanta Community Employment Service. This number is a slight decrease over the previous year. This fact reflects the increasing shortage of manpower and the effects of war on the supply of employable people. In addition, the domestic and personal servants formerly placed

¹Statement by J. W. Shaw, Manager, Negro Division Atlanta Community Employment Service, Atlanta, Georgia, March, 1943.

by the United-States Employment Service are handled now by the Atlanta Community Employment Service.¹

Number of requests in 1942.--There were 12,811 requests made from employers to the Atlanta Community Employment Service for workers during 1942, an increase of 13.5 percent over 1941. There were requests for butlers, cafe and hotel workers, chauffeurs, clerical workers, general workers and domestics, porters and janitors, laborers, laundresses, maids, masons, machanics, painters, power machine operators, practical nurses, salesmen, truck drivers, waiters and waitresses, and yard men.

Number of referrals in 1942.--In 1942, 10,724 workers were referred to employers. All requests could not be filled because, in some instances, workers, who had the necessary qualifications in experience and training, were not available. Referrals were made to about 83.7 percent of all requests made.

Placements made in 1942.--The total number of workers placed in jobs by the Atlanta Community Employment Service during 1942 was 7,307. About 68 percent of all workers referred to employers were hired.

¹Statement by J. W. Shaw, Manager, Negro Division Atlanta Community Employment Service, Atlanta, Georgia, March, 1943.

TABLE 11

TABLE SHOWING REGISTRATIONS, REQUESTS, REFERRALS, AND PLACEMENTS MADE BY THE NEGRO DIVISION OF THE ATLANTA EMPLOYMENT SERVICE ACCORDING TO SEX AND REGULAR OCCUPATION OF APPLICANT

Regular Occupation	Registrations			Requests			Referrals			Placements		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Total	3,489	895	2,594	12,811	2,541	9,270	10,724	3,023	7,701	7,307	2,370	5,837
Bookkeepers	-	-	-	2	2	-	-	-	-	-	-	-
Butlers	25	25	-	184	184	-	116	116	-	51	51	-
Cafe Help	114	76	38	321	271	50	259	205	54	202	70	32
Carpenters	5	5	-	29	29	-	25	25	-	17	17	-
Cashiers	-	-	-	1	1	-	-	-	-	-	-	-
Chauffeurs	64	64	-	87	87	-	64	64	-	27	27	-
Clerical	85	15	70	40	10	30	37	10	27	9	5	4
Cooks	207	40	167	807	88	719	638	56	582	310	45	265
Delivery Boys and Girls	23	23	-	103	100	3	47	47	-	28	28	-
Domestics	205	1	204	3,902	11	3,891	2,741	-	2,741	1,260	-	1,260
Electricians	-	-	-	1	1	-	-	-	-	-	-	-

TABLE 11 (cont'd)

TABLE SHOWING REGISTRATIONS, REQUESTS, REFERRALS, AND PLACEMENTS MADE BY THE NEGRO DIVISION OF THE ATLANTA EMPLOYMENT SERVICE ACCORDING TO SEX AND REGULAR OCCUPATION OF APPLICANT

Regular Occupation	Registrations			Total	Requests			Total	Referrals			Total	Placements		
	Total	Male	Female		Total	Male	Female		Total	Male	Female		Total	Male	Female
Hotel Workers	14	14	-	37	32	5	23	21	2	20	18	2			
Janitors and Porters	221	221	-	377	377	-	320	320	-	176	176	-			
Laborers	238	238	-	269	269	-	228	228	-	185	185	-			
Laundresses	128	-	128	756	-	756	761	-	761	683	-	683			
General Workers	198	3	295	3,142	822	2,320	3,054	779	2,275	2,639	691	1,948			
Maids	1,310	-	1,310	919	-	919	823	-	823	594	-	594			
Masons	18	18	-	21	21	-	14	14	-	10	10	-			
Machanics	15	15	-	4	4	-	1	1	-	1	1	-			
Painters	12	12	-	19	19	-	13	13	-	9	9	-			
Plumbers	2	2	-	2	2	-	1	1	-	1	1	-			
Elevator Operators	31	13	18	148	97	51	107	65	42	76	49	27			
Pract. Nurses and Orderlies	146	2	144	353	22	331	245	17	228	118	10	108			

TABLE 11 (cont'd)

TABLE SHOWING REGISTRATIONS, REQUESTS, REFERRALS, AND PLACEMENTS MADE BY THE NEGRO DIVISION OF THE ATLANTA EMPLOYMENT SERVICE ACCORDING TO SEX AND REGULAR OCCUPATION OF APPLICANT

Regular Occupation	<u>Registrations</u>			<u>Requests</u>			<u>Referrals</u>			<u>Placements</u>		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Printers	2	2	-	1	1	-	1	1	-	-	-	-
Salesmen	9	-	9	5	3	2	1	-	1	1	-	1
Tailors and Seamstresses	6	-	6	8	2	6	5	1	4	2	-	2
Shipping Clerks	3	3	-	11	11	-	10	10	-	5	5	-
Upholsters	1	1	-	-	-	-	-	-	-	-	-	-
Truck Drivers	55	55	-	37	37	-	32	32	-	22	22	-
Typists	1	-	1	1	-	1	1	-	1	-	-	-
Waiters and Waitresses	201	16	185	213	34	179	178	18	160	20	9	11
Yardmen	53	53	-	964	964	-	908	908	-	846	846	-
Firemen	1	1	-	-	-	-	-	-	-	-	-	-

CHAPTER V

CONCLUSIONS AND RECOMMENDATIONS

Conclusions

1. The services of the Atlanta Community Employment Service were used by persons living in the Northeast and Southwest sections of Atlanta more frequently than any other section of the city. 68.6 percent of all applicants placed by the agency were females. This trend was characteristic of all placements made by the Atlanta Community Employment Service during 1942. The labor supply put into force through placements was heavily weighted with young people. The median age for the entire group studied was 26.3. The largest percentage of all applicants placed were married persons. Almost a third of the applicants had no one dependent upon them for support. A higher percentage of male applicants had two or more persons to support than female.

2. The median education of all applicants included in this study was 7.49 years of schooling completed. The formal education of the female group was somewhat higher than that of the male. 6.5 percent, a comparatively small percentage, of the applicants had had no formal training. Few applicants had had college or formal vocational training.

3. The wages paid workers who were placed during the year 1942 were certainly not in accord with incomes which are necessary to maintain decent living conditions, not mentioning educational or vocational advancement. The median wage was \$9.70. The wages for males were higher than females. Wages of the applicants included in

this study, in the service occupations, were considerably higher than those taken from other studies of that same occupational classification.

4. Jobs are recruited by three main methods at the Atlanta Community Employment Service are: volunteer calls from employers, visits or contacts of the employment manager with employers, and referrals from other agencies. There are certain pre-requisites which are often required for placement at the Atlanta Community Service, they are: references, health examinations, and social security cards. As is characteristic of placement agencies, the Atlanta Community Employment Service is not in a position to control or improve standards of labor beyond making known to the workers the existing working conditions and suggesting to the employer desirable working conditions.

5. The service occupations which comprise the majority of placements at the Atlanta Community Employment Agency is almost entirely unorganized and unprotected by labor legislation. It is significant that few workers in the service occupations have received their initial experience in this area in the placement made by the Atlanta Community Employment Service during 1942.

6. It was found that many applicants willing and able to work had been placed in inferior jobs. Sometimes other workers referred to these jobs had given unsatisfactory services, and employers had voiced objections to workers without a degree of training, feeling that training would automatically facilitate better job adjustment. This practice, if used to some extent to maintain good employer relationships, is done at the expense of the employee's needs. Extremely important is the noticeable absence of any appreciable number of workers in occupations requiring apprenticeship such as the highly organized trades

and industries including painting, bricklaying, plumbing, plastering, printing, the machine industry, the electrical industry, the upholstering industry, etc. Negroes in Atlanta have not been exposed to skilled training and apprenticeship. Consequently, they have been unable to obtain experience.

An analysis of data reveals strongly that those who have moved out of their regular skilled occupations during recent years have lost craftsmanship and dexterity in their usual occupation. When they are placed in jobs requiring skills, many of them will not be able to render effective service because of lost coordination and recent practice in the trade.

Recommendations

In view of the findings and conclusions resulting from this study, the following recommendations are made:

Community:

1. Since a large number of applicants were high school graduates who were placed in domestic and personal service jobs, it is suggested that services of a vocational guidance and educational counselor be extended to the Negro schools of Atlanta where the need for analysis and adjustment is much greater than generally known. A study of local and general vocational opportunities for Negroes, an analysis of the abilities and limitations of the students in the schools, an educational counseling and advisory program on a scientific and understanding basis, are essential to the education and vocational planning and occupational adjustment of Negroes in this community.

2. Inasmuch as this study has indicated that there is a definite

need for extensive vocational training of the Negro worker whose earlier education was inadequate, it should be the vested duty of those persons interested in the economic and social welfare of the Negroes to cooperate in securing an extension, vocational program established for adults based upon the George-Deans and Smith-Hughes Acts.¹

3. That the Negroes in this community endeavor to change their attitude toward occupations and training opportunities which are already in existence, designed to assist them in improving and retaining the jobs they have, and to prepare them for new opportunities as they become available.

The Agency:

1. That an educational program of promotion of the service be extended to the Negroes as well as the rest of the community since there is need for a better knowledge of the resources available to the Negro group within this agency.

2. That in proportion to the volume of applicants, requests, calls, referrals, and placements handled by the Atlanta Community Employment Service, the agency is definitely under-staffed in number to do a complete job of counseling, job finding, placement, and follow-up work. A more effective service could be rendered with additional staff members.

3. That though improvements have been made in the area of field visits and job recruiting during the evolution of the agency, it is recommended that more emphasis be placed on both these aspects of the

¹George-Deans Act, Vocational Education, (Washington, 1938), p. 327; Smith-Hughes Act, Education in the United-States, (Boston, 1941), p. 218.

employment services.

4. That the function or type of service that is to be extended to the community be made more definite. If the agency is to be one that will specialize in the placement of Negroes in the service occupations, its program and policies should be built around that objective. If the needs of the community warrant the existence of an over-all placement service which will serve applicants to their best advantage no matter what their occupational qualifications may be, then the program of the agency should be geared in that direction.

5. That a more uniformed method of filing and classification of applications be adopted which would make it easier and more convenient to give reports of the agency's services on short notices or for purposes of research.

6. That a pleasant atmosphere and appearance be maintained in the waiting room and offices. The importance of physical appearance of the offices and suitability to the function it must perform, are prime considerations in selecting quarters for a service. Quarters do not necessarily make the service. Nevertheless, this physical factor plays a pertinent part in the creation of an wholesome professional atmosphere which assists materially in the standards of the service.

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APPENDIX A

TABLE 12

DISTRIBUTION OF MALE APPLICANTS ACCORDING TO AGE AND REGULAR
OCCUPATION

Regular Occupation	Total	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-Over
Total	161	22	32	21	26	13	12	16	9	5	5
Truck Drivers	13	1	3	4	1	1	1	2	-	-	-
Waiters	10	1	1	3	2	-	1	1	-	-	1
Painters	8	-	-	1	1	-	1	1	2	-	2
Butlers	6	-	1	-	1	2	1	1	-	-	-
Miscellaneous	4	2	-	1	1	-	-	-	-	-	-
Yardmen	8	-	1	1	3	-	2	-	-	1	-
Chauffeurs	6	-	4	1	-	1	-	-	-	-	-
Cafe & Hotel Workers	14	7	6	-	1	-	-	-	-	-	-
Skilled	5	-	-	-	1	-	1	3	-	-	-
Janitors	23	2	3	1	4	3	2	3	3	1	1
Porters	19	6	7	2	3	-	-	1	-	-	-
Cooks	11	1	1	1	1	1	1	3	-	2	-
Laborers	34	2	5	6	7	5	2	1	4	1	1

TABLE 13

DISTRIBUTION OF FEMALE APPLICANTS ACCORDING TO AGE AND REGULAR
OCCUPATION

Regular Occupation	Total	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-Over
Total	253	28	62	52	34	36	18	15	5	2	1
Cooks	64	1	6	13	11	12	8	8	3	1	1
Nurses	8	5	2	1	-	-	-	-	-	-	-
General Workers	46	-	16	8	7	7	3	4	1	-	-
Maids	71	9	17	20	8	12	3	2	-	-	-
Seamstresses	4	-	-	-	-	2	2	-	-	-	-
Laundresses	23	2	9	4	5	-	1	-	1	1	-
Waitresses	10	2	5	2	1	-	-	-	-	-	-
Clerks	5	-	3	-	1	1	-	-	-	-	-
Elevator Operators	7	2	3	1	-	1	-	-	-	-	-
Cafe Workers	15	7	1	3	1	1	1	1	-	-	-

TABLE 14

EDUCATIONAL STATUS OF MALE APPLICANTS ACCORDING TO
REGULAR OCCUPATION

Educational Status	Total	Truck Drivers	Waiters	Regular Occupation				Yardmen	Cheuffeurs	Cafe & Hotel		Skilled	Janitors	Porters	Cooks	Laborers
				Painters	Butlers	Miscellaneous				Workers						
Total	161	13	10	8	6	4		8	6	14		5	23	19	11	34
None	12	2	-	-	-	-		1	-	-		-	2	1	-	6
1-2	6	1	-	-	-	-		1	-	-		-	2	-	-	2
3-4 Elementary	26	2	1	3	1	-		1	2	-		2	3	1	2	8
5-6	40	3	5	2	1	-		3	-	3		2	7	4	4	6
7-8	40	2	2	2	4	2		1	3	8		1	2	5	3	5
9-10 High School	14	2	-	-	-	-		1	-	1		-	2	4	1	3
11-12	15	-	1	-	-	-		-	1	1		-	4	4	1	3
1-2 College	5	1	-	1	-	-		-	-	1		-	1	-	-	1
3-4	3	-	1	-	-	2		-	-	-		-	-	-	-	-
Above	-	-	-	-	-	-		-	-	-		-	-	-	-	-
Special	2	-	1	1	-	-		-	-	-		-	-	-	-	-

TABLE 15

EDUCATIONAL STATUS OF FEMALE APPLICANTS ACCORDING TO REGULAR
OCCUPATION

Educational Status	Total	Nurse	Seamstress	Waitress	Regular Occupation			Gen. Worker	Laundress	Clerical	Elevator Operator
					Cook	Maid	Cafe Worker				
Total	253	8	4	10	64	71	15	46	23	5	7
None	15	-	1	1	4	3	-	5	2	-	-
1-2	17	-	-	-	6	4	-	5	2	-	-
3-4 Elementary	24	-	-	-	7	7	-	4	6	-	-
5-6	40	-	1	-	10	12	1	12	4	-	-
7-8	64	4	1	-	22	20	5	7	3	-	2
9-10 High School	40	2	-	2	8	12	3	8	3	-	2
11-12	40	2	-	7	6	12	4	4	3	1	1
1-2 College	12	-	1	1	1	1	2	1	-	3	2
3-4	1	-	-	-	-	-	-	-	-	1	-
Above	-	-	-	-	-	-	-	-	-	-	-
Special	4	-	-	-	-	1	-	-	-	3	-

TABLE 16

DISTRIBUTION OF MALE APPLICANTS ACCORDING TO REGULAR OCCUPATION AND FORMER OCCUPATION

Regular Occupation	Total	Former Occupation										Clerical	Professional	Cooks	Waiters	Chauffeurs	Not Stated
		Yardmen	Laborers	Cafe Workers	Porters	Truck Drivers	Janitors	Butlers	Skilled								
Total	161	9	14	14	15	3	6	3	8	5		1		4	4	7	70
Chauffeurs	6	-	-	-	1	-	-	-	-	-		-		-	-	-	4
Painters	8	1	-	-	2	-	-	-	-	-		-		-	1	-	4
Waiters	10	-	2	-	2	-	-	-	1	1		-		-	-	1	3
Cooks	11	1	-	2	-	-	-	1	-	-		-		-	1	-	6
Yardmen	8	-	-	1	1	-	-	1	-	-		-		-	-	-	5
Porters	19	3	1	3	-	1	-	-	1	-		-		1	-	-	9
Laborers	34	3	-	4	2	2	4	-	1	-		-		-	-	2	16
Cafe Workers	14	-	1	-	3	-	-	-	-	-		-		3	-	-	7
Truck Drivers	13	-	2	-	1	-	1	1	-	-		-		-	1	3	4
Janitors	23	-	6	4	2	-	-	-	2	-		-		-	-	1	7
Skilled	5	-	1	-	-	-	-	-	3*	-		-		-	-	-	1
Teachers	1	-	-	-	-	-	-	-	-	1		-		-	-	-	-
Clerical	1	-	-	-	-	-	-	-	-	-		1		-	-	-	-
Delivery Boys	2	-	-	-	-	-	-	-	-	-		-		-	-	-	2
Butlers	6	-	1	-	1	-	1	-	-	-		-		-	1	-	2

*In another type of skilled job

TABLE 17

DISTRIBUTION OF FEMALE APPLICANTS ACCORDING TO REGULAR OCCUPATION AND FORMER
OCCUPATION

Regular Occupation	Total	Nurses	Former Occupation					
			General House Workers	Maids	Seamstresses	Laundresses	Waitresses	Clerical
Total	253	6	51	23	1	9	5	1
Nurses	8	3	1	-	-	-	1	-
General House Workers	46	1	-	1	1	2	-	-
Maids	71	2	25	-	-	6	-	1
Laundresses	23	-	2	3	-	-	1	-
Waitresses	10	-	-	2	-	-	-	-
Clerical	5	-	-	1	-	-	1	-
Elevator Operators	7	-	1	2	-	-	-	-
Seamstresses	4	-	-	4	-	-	-	-
Cooks	64	3	16	5	-	-	-	-
Cafe Workers	15	-	4	4	-	-	2	-

Elevator Operators	Cafe Workers	Cooks	Workers in Industry	Hotel Workers	Professional	Not Stated
1	6	27	4	1	1	115
-	-	-	-	-	-	3
2	1	4	2	-	-	34
1	1	16	1	1	1	17
-	1	1	1	-	-	14
-	-	1	-	-	-	6
-	-	1	-	-	1	1
-	-	1	1	-	-	2
-	-	-	-	-	-	-
-	2	-	-	-	-	36
-	1	3	-	-	-	2

APPENDIX B

Schedule for Thesis

1. Name _____ Regular Occupation _____
 Last First Middle

2. Address _____ Age _____ Sex _____ Religion _____
 Living at home _____ Boarding _____

3. Marital Status _____ Single _____ Married _____ Separated _____ Divorced _____
 Widowed _____

4. Number of dependents _____

5. Education - Grades finished in school - 1 2 3 4 5 6 7 8 9 10 11 12
 College - 1 2 3 4 Graduate - 1 2 3
 Special Training _____

6. Experience - (Types of Jobs)

Job	Wage or Salary	How Long There
1.		
2.		
3.		
4.		

7. 1942 Placement

Employer's name _____ Address _____ Tel. No. _____

Business of Employer _____

Duties to be performed by worker _____

Is this the applicant's regular occupation? _____ Wages _____

Permanent _____ Temporary _____ Hours _____

8. Remarks and notations -